

Construction Services

In accordance with [Virginia Tech policy 5405, Non-capital Construction, Renovation, Maintenance and Repair of University-owned Facilities](#), all construction services must go through the renovations work order process. Departments are not authorized to purchase construction services directly through procurement. This includes construction projects, fencing, flooring, and grounds maintenance.

After consulting with the end user, the [Facilities, Renovations Department](#) will initiate the order with Procurement.

Facilities Oversight Procedure

To assure that the necessary building alterations and requirements will be in place when your equipment or services arrive, submit a HokieMart Interdepartmental Service Request (ISR) in HokieMart as soon as possible.

1. Choose VT Facilities Services from the drop down menu
2. Enter the cost as \$1.00
3. Explain your new equipment purchase, any special needs, expected location and anticipated delivery date
4. Attach a copy of the quotation and purchase order
5. Share the pre-installation guide, if available, from the vendor

For more information, contact [Procurement](#), 540-231-6221, or [the HokieMart help desk](#).